

Timetable for appeals

Admission authorities must set a timetable for organising and hearing appeals that:

- Includes a deadline for **lodging appeals**. The deadline must allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal (during coronavirus, this is now at least 28 calendar days' written notice - please see the first section above)
- Gives appellants at least 10 school days' **notice of their appeal hearing** (during coronavirus, this is now at least 14 calendar days' written notice - please see the first section above)
- Includes reasonable deadlines for appellants to **submit additional evidence**, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties
- Ensures that **decision letters** are sent within 5 school days of the hearing, wherever possible (during coronavirus, letters are now to be sent within 7 calendar days of the hearing or panel decision - please see the first section above)

Appeals timetables must be published by admission authorities on their website by **28 February** each year.

Here are the deadlines for hearing different types of appeals:

Type of appeal	Deadline for hearing appeal
Applications made in the normal admissions round	Within 40 school days of the deadline for lodging appeals
Late applications	Within 40 school days of the deadline for lodging appeals, or within 30 school days of the appeal being lodged
Applications to sixth forms where the offer of a place was conditional upon exam results	Within 30 school days of confirmation of those results
Applications to sixth forms where the offer of a place was not conditional upon exam results	Within 40 school days of the deadline for lodging appeals
Applications for in-year admissions	Within 30 school days of the appeal being lodged

Any appeals submitted after the appropriate deadline **must** still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority.